



## United States Department of the Interior

BUREAU OF LAND MANAGEMENT  
National Human Resources Management Center  
Denver Federal Center, Building 50  
Denver, CO 80225-0047

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Information Bulletin No. HR-2003-012

To: All BC, HR, NI, and ST Employees

From: Director, National Human Resources Management Center

Subject: Records Management/Freedom of Information Act/Privacy Act Programs

This transmittal replaces Information Bulletin (IB) HR-2002-095, dated July 1, 2002, Subject: Interim Procedures for Records Management and Freedom of Information Act Processing.

This IB introduces Robert J. Martinez as the new Records Administrator, Freedom of Information Act (FOIA) Officer, and Privacy Act (PA) Officer for the Denver National Centers (NSTC, NHRMC, NBC, and NIRMC). Robert is assigned to the staff of the Director, National Human Resources Management Center (NHRMC) and works in the NHRMC area at the east end of Building 50.

Robert comes to the BLM after almost 18 years with the National Archives and Records Administration (NARA), Rocky Mountain Region. He has extensive experience in records management including records appraisal, retention, vital records and disaster recovery, electronic recordkeeping, the Privacy Act, and FOIA. He has taught a wide variety of records management workshops and has been a presenter at various national conferences hosted by other federal agencies and professional societies.

The following procedures are now in effect for Records Management, FOIA, and PA:

### **FOIA Requests**

- Mail room to deliver to HR-200.
- HR-200 will log in the request and forward to the responsible office.
- Questions concerning FOIAs should be directed to Robert Martinez, FOIA Officer (303) 236-6362.
- Program to draft response and mail within 20 working days.
- Forward the official file copy with enclosures to HR-200 Records. Should an office receive a FOIA request directly, hand-carry the request to HR-200 for logging in and proceed to process the request within the 20-working day time frame.

**Records Management Assistance**

- Route four copies of the SF-135, Records Transmittal and Receipt to HR-200 Records for processing.
- Questions concerning records management issues should be directed to Robert Martinez.
- Directives Management
- Log in IMs and IBs as usual in the U:\Records\IB(or IM)\IB documents (or IM documents) directory.
- Send official file copies and the e-mail transmittal record to HR-200 Records.
- HR-200 will post the IMs and IBs to the appropriate web sites.

If you have any questions or require assistance, please contact Robert J. Martinez, Center Records Administrator, at (303) 236-6362.

Signed by:  
Linda D. Sedbrook  
Director, NHRMC

Authenticated by:  
Luron Porter  
Staff Assistant

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